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RR RUEHAG RUEHAO RUEHAP RUEHAST RUEHAT RUEHBC RUEHBI RUEHBL RUEHBZ
RUEHCD RUEHCHI RUEHCI RUEHCN RUEHDA RUEHDBU RUEHDE RUEHDF RUEHDH
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RUEHVK RUEHYG
DE RUEHC #3400 0711506
ZNR UUUUU ZZH
R 121449Z MAR 09
FM SECSTATE WASHDC
TO ALL DIPLOMATIC AND CONSULAR POSTS COLLECTIVE
RUEHTRO/AMEMBASSY TRIPOLI 6119

UNCLAS STATE 023400

IMO'S AND MGT OFFICERS

E.O. 12958: N/A
TAGS: AMGT AADP AINF ACOA
SUBJECT: INTERIM POLICY FOR SMART PILOT POSTS

SUMMARY: Department officials identified in 5 FAM 115
have primary responsibilities for the development,
oversight, and implementation of the Department's State
Messaging and Archive Retrieval Toolset (SMART) program
and activities. The SMART system is in the pilot phase
as a replacement to legacy systems defined in 5 FAH-2 H-
¶114.

¶1.   SMART is collaborative technology that leverages
information sharing and is a distinct shift from
existing legacy platforms such as TERP V, CableXpress,
WebGram, and EACT. SMART users will send e-mails,
telegrams, and memos from a single, integrated Microsoft
Outlook platform. In addition, users can easily archive
messages, including attachments, with long-term record
value. Drafting and handling of these messages require
that new 5 FAM and 5 FAH policies be written and
codified.

¶2.   IRM/SMART and IRM's Office of Policy and Regulations
(IRM/BPC/PRG) are in the process of drafting the SMART 5
FAM. During the pilot phase a set of guidebooks will be
available to assist drafters, clearers, approvers, and
system administrators of the SMART system.

¶3.   During this time, all SMART pilot posts are
requested and authorized to use the guidebooks and
technical guidelines, available on the SMART website at
http://communities.state.gov/coi/SMART/defaul t.aspx.
These guidebooks and technical guidelines will be
updated throughout the SMART pilot phases from feedback
and lessons learned and will be incorporated into volume
5 of the Foreign Affairs Manual and Handbook.

¶4.   POC for policy: Chandra Smith, IT Policy Analyst,
IRM/BPC/PRG smithcl2@state.gov.
POC for SMART: Jeffrey Myers, Deputy Director,
IRM/SMART, myersjs@state.gov

¶5.   Minimize considered.
CLINTON